

Motor Vehicle Accident/Incident Checklist

Action required at the time of an accident/incident

- ✓ Ensure your own safety and the safety of others, assisting where applicable.
- ✓ Ring for an ambulance or ask a bystander to do so.
- ✓ Call the police if someone is injured, there is major damage, alcohol or illicit drugs are involved, or if the owner of any damaged property (vehicles, buildings, animals etc.) cannot be found. If police do not attend the accident, you must complete a self-reporting accident form at a police station within 24 hours.
- ✓ Exchange driver names, addresses, phone and licence number details; company names and addresses (if applicable); and insurance company and policy details. Note the make, model and registration number of other vehicles involved in the accident.
- ✓ Obtain witness names, addresses and phone numbers.
 - ✓ If necessary, call Jardine Lloyd Thompson Pty Ltd to arrange towing (remember to remove any valuables, including the Fuel Card).
- ✓ **DO NOT** admit liability, either verbally or in writing, or agree to pay or settle any third party costs.
- ✓ If a third party wishes to lodge a claim, advise him/her to contact Jardine Lloyd Thompson Pty Ltd on (03) 6220 7420.

Reporting an incident

- ✓ Report the accident to the appropriate agency representative within 24 hours.
- ✓ The agency representative will notify the Fleet Manager of the incident. They will also select two motor vehicle repairers from the TRMF Motor Vehicle Repairer List and advise the driver where to obtain the quotes.
- ✓ The driver is to obtain **two** quotes and submit them, with a claim form (available at <http://www.treasury.tas.gov.au/trmf>), to the agency representative, who is to forward all documentation to the Fund Administration Agent, Jardine Lloyd Thompson Pty Ltd.

Agencies may have additional reporting requirements. These should be followed in accordance with agency guidelines.